Title: Partnerships and Resource Mobilization Officer
Domain: UNESCO New Delhi
Grade: NO-C
Organizational Unit: Office of the Director
Duty Station: UNESCO New Delhi Cluster Office
Type of contract: Service Contract
Duration of contract: 1 year
Annual salary: 2,562,938.00 INR
Deadline (midnight, Paris time): 22 February 2020

UNESCO Core Values: Commitment to the Organization, Integrity, Respect for Diversity, Professionalism

Overview of the functions of the post

Under the overall authority and the supervision of the Director of UNESCO New Delhi Office, the incumbent will design a partnership building and resource mobilization strategy using sustainable tools and procedures and coordinate its implementation. The incumbent will lead donor intelligence on funding opportunities in the South Asia region, support strengthening of UNESCO’s position within the UN family and solidify strategic partnerships with the government, private sector and CSOs. The Partnerships and Resource Mobilization Officer will streamline dialogue with relevant private sector donors, including by tapping into the possibilities created by the development of their Corporate Social Responsibility (CSR) mandates in congruence with UNESCO’s mandate.

Main duties and responsibilities

- Support the cluster office in formulating, implementing and keeping its Resource Mobilization Plan up to date, including the related action plan, which details ongoing fundraising efforts across the sub-region to address resource gaps and priorities.

- Liaise with all decentralized representatives of donors (incl. potential donors) and act as the main knowledge point for intelligence on decentralized donors. In addition, the incumbent will keep track of donors in the Constituency Relationship Management tool, monitor all resource mobilization efforts and systematically share information and updates with the relevant units, including sections of Bureau of Strategic Planning (BSP) at Headquarters.

- Liaise with UNESCO national offices in Dhaka and Kathmandu, as required, in close coordination with the respective Heads of Office.

- Keep up to date with the latest developments and initiatives of relevance to South Asia (e.g., donor trends, new funding initiatives on thematic areas announced by international donors, donors announcing interest in relevant countries, donors contributing to emergency appeals, etc.) and closely monitor and track expenditure earmarked for Corporate Social Responsibility (CSR) activities of relevant donors from the private sector.

- Participate in relevant webinars, trainings, workshops etc., organized by the regional office or by other UNESCO field offices in the Asia and the Pacific Region, as well as Headquarters on behalf of UNESCO New Delhi Office with a view to keep abreast of new developments and opportunities in resource mobilization and share gained intelligence afterwards.
- While the substance of any proposal or report will come from the responsible Chief of Section or Programme Specialist, the incumbent is responsible for quality assurance including layout, editing and formatting, and for checking the completeness of the proposal including the proposed budget, visibility of donor and reporting agreements, etc. This includes compliance with UNESCO terminology and guidelines on the use of UNESCO’s logo and providing backstopping on the negotiation of funding agreements.

- Support the Director with the development of a set of compelling communication assets such as fact sheets, a standard slide presentation, etc., that can be customized easily for different donors.

- Overall responsibility to organize and implement agreed donor visits, in collaboration with the relevant programme colleagues and in coordination with the relevant sections of BSP at Headquarters.

**Competencies**

A successful candidate will be required to demonstrate the following core competencies:
- Accountability
- Communication
- Teamwork
- Innovation
- Results focus
- Planning and organizing
- Knowledge sharing and continuous improvement

**Required qualifications**

**Education:**
Advanced University degree in Business Administration, Communication or other relevant fields to resource mobilization.

**Work Experience:**
Minimum 7 years of relevant work experience; proven resource mobilization/marketing experiences;
Experience in writing material for partnerships/resource mobilization, including policies, project proposals and promotional material;
Experience in resource mobilization for the United Nations or another international or development organization.

**Skills and competencies:**
Excellent interpersonal skills for teamwork and work in a multicultural setting and ability to interact effectively with different stakeholders inside and outside the Organization;
Excellent ability to organize meetings, calls and documents that may require the input of multiple sources; excellent knowledge of the global/ regional development aid and philanthropy landscape.

**Languages:**
Excellent knowledge of English and Hindi. Knowledge of another official language of UNESCO (French, Arabic, Chinese, Russian, or Spanish) or other regional languages, would be an asset.

**How to apply**
Applications should be sent by e-mail to newdelhi.recruitment@unesco.org, by midnight on 22 February 2020. The subject of your email will be clearly marked “Partnerships and Resource Mobilization Officer”. Please provide your CV (UNESCO CV form to be used) along with a cover letter stating your suitability for the position. Applications received after the closing date set in the notice will not be accepted.

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